

March 5th

### LABOUR DISTRIBUTION

Methods for controlling labour costs by establishing efficiency standards.

LECTURER: O. M. Mackey,  
Manager,  
Data Processing Apparatus Division,  
Canadian General Electric Co.,  
Peterborough, Ontario.

March 12th

### UNUSUAL APPLICATIONS

PART 1—The method of issuing and controlling traffic summonses by the Metropolitan Toronto Police.

PART 2—Salesmen record customers' orders on "mark sense" punched cards for automatic processing of shipping papers.

LECTURER: E. L. Vollum,  
Manager, Machine Accounting,  
City Hall, Toronto.  
R. F. Craig,  
Methods Analyst,  
Procter & Gamble Co. of Canada, Limited.

March 19th

### A COMBINED APPLICATION

The integration of a number of machine applications through one machine accounting system.

LECTURER: T. C. Scryngeour,  
Manager of Operations,  
White Hardware Ltd.

March 26th

### QUESTIONS AND REVIEW

A review of the principles described in the lectures where answers to questions arising from the lectures are discussed. Students are encouraged to submit questions to the Chairman throughout the Course.

LECTURER: D. T. Barber,  
Management Consultant.



UNIVERSITY OF TORONTO  
UNIVERSITY EXTENSION

Spring, 1958

Introductory Course  
in

## MACHINE ACCOUNTING with Punched Cards

Sponsored by

Toronto Chapter,

National Machine Accountants Association

**Introductory Course in  
MACHINE ACCOUNTING  
with Punched Cards**

**Thursday**

**10 lectures**

Offered in co-operation with the Toronto Chapter, National Machine Accountants Association, this course is intended as an introduction to High Speed Data Processing through an understanding of the principles and uses of punched cards and punched paper tapes.

This course is primarily prepared for Office Managers and others concerned with the ways in which punched card procedures may be used in office work.

It may also be of interest to those engaged in punched card work who wish to review the history and basic principles prior to a consideration of the applications of punched cards in various aspects of modern business.

The course is offered in the hope that a better understanding of the ways in which punched card accounting can contribute to efficiency will attract capable office workers to an ever expanding and challenging field of endeavour.

**COURSE DIRECTOR—Electronic Computer Courses**

Dr. C. C. Gotlieb,  
Chief Computer, Computation Centre,  
University of Toronto.

**COURSE DIRECTOR—Machine Accounting**

Mr. W. L. Cooper,  
Education Chairman,  
National Machine Accountants Association.

**TIME:** Thursday, 7.30 p.m., beginning January 22.

**PLACE:** Room 254, Mechanical Building.

**FEE:** \$20.00.

**REGISTRATION:**

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily except Saturdays. Additional application forms may be obtained by writing The Director, University Extension, 65 St. George Street, or by telephoning WA. 3-6811, Locals 301 and 304.

**PROGRAMME**

**January 22nd**

**AN INTRODUCTION TO PUNCHED CARDS**  
Explanation of machines and their function.

**LECTURER:** D. B. Watson, M.B.E., B.Com.,  
Director,  
J. D. Woods and Cordon.

**January 29th**

**INTEGRATED DATA PROCESSING**

An explanation and discussion of office machines that use punched paper tapes and their relation to punched cards.

**LECTURER:** H. S. Brown,  
Supervisor,  
Integrated Data Processing Research,  
R. L. Crain Limited.

**February 5th**

**A PRACTICAL APPLICATION**

A modern machine accounting department in operation, demonstrating the function of each machine.

N.B. This lecture will take place at the Head Office of the Crown Life Insurance Company, 120 Bloor Street East. Students should assemble at 7.30 p.m. in the Second Floor Lounge.

**LECTURER:** J. D. MacLean,  
Management Consultant,  
Peat, Marwick, Mitchell & Co.

**February 12th**

**A BASIC APPLICATION**

Describing the machine steps and procedures in the preparation of a payroll using punched cards.

**LECTURER:** J. Stubbs,  
Specialist, Automated Systems,  
Moore Business Forms.

**February 19th**

**ACCOUNTS RECEIVABLE**

The punched card methods of preparing accounts receivable statements and analysis of past due accounts—open item and balance forward.

**LECTURER:** J. E. Moore, B.A., F.S.A.,  
Vice-President & Comptroller,  
Crown Life Insurance Company.

**February 26th**

**INVENTORY CONTROL**

Accounting control of inventories to improve turnover and reduce obsolescence. Factory production schedules related to sales demands.

**LECTURER:** A. A. Mackey,  
Management Advisory Services,  
Price, Waterhouse & Co.